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Manpower and Organization

**COORDINATION WITH THE MANPOWER
AND ORGANIZATION DIVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction requires HQ AFMC directorates and staff offices to coordinate with the Manpower and Organization (XPM) Division on all directives and other actions having organizational or manpower implications in AFMC activities.

SUMMARY OF REVISIONS

This revision updates the office symbols and referenced publications and publication titles.

1. Directives and Other Actions. For the purpose of this instruction, "directives and other actions" means any plan, program, study, publications, or other communication that directs or authorizes action by an AFMC activity, or that will cause action by any HQ AFMC Directorate of higher authority. A "directive or other action" has organizational or manpower implications if it:

- 1.1. Causes or may cause the addition or deletion of units from inventory.
- 1.2. Authorizes, proposes, or necessitates changes in the nomenclature of organized units or functions, including detachments and operating locations.
- 1.3. Directs or may cause any change in the organizational structure of an AFMC activity or joint activity.
- 1.4. Affects or may affect the internal organizational arrangement of AFMC operating units or headquarters.
- 1.5. Prescribes a staffing pattern for any organizational or functional activity.
- 1.6. Increases or decreases an AFMC activity workload that changes the number of manpower authorizations required (officer, enlisted, or civilian).

- 1.7. Requires the realignment of the program element code, budget project or civilian category (US Direct Hire or Foreign National Direct/Indirect Hire) within total programmed resources.
- 1.8. Requires changes in manpower mix (military, civilian, and contract services personnel).
- 1.9. Requires changes in military or civilian grade, skills, structures, or rations.
- 1.10. Proposes tests of new organizational structures.
- 1.11. Proposes changing the method of performing a function, either from in-house to centers or vice versa.
- 1.12. Proposes changing, initiating, or terminating an OMB Circular A-76 cost comparison or direct conversion study.

2. Responsibilities of AFMC Directorates: Each directorate ensures that officials initiating directives or other actions:

- 2.1. Coordinate the directives and other actions with HQ AFMC/XPM.
- 2.2. Ensure new systems and procedures affecting AFMC activities are carefully evaluated in terms of their contributions to the AFMC mission and their effect on organizational manpower requirements.
- 2.3. Identify the manpower impact. The command manpower resources are limited and, according to Air Force policy, totally allocated. Accordingly, request for coordination on an increase of current or future manpower requirements must address the source of those resources and either propose specific tradeoffs or provide valid recommendations for accommodating the proposals. Directorates having difficulty estimating resource requirements will get help from HQ AFMC/XPM before initiating headquarters coordination. The request for Coordination includes one of the following statements with appropriate explanation:
 - 2.3.1. "Additional manpower resources are not required."
 - 2.3.2. "(Estimated) additional manpower resources are not required." Identify workloads of lesser priority within its AFMC-wide functional area by location that can be reduced or eliminated to provide required additional manpower resources. Proposals for new workloads must be coordinated to allow sufficient time for normal program changes and personnel lead time.
 - 2.3.3. "(Estimated) manpower authorizations will become surplus." Identify surplus authorizations within its AFMC wide functional area by location.
- 2.4. If the workload generated by the proposed directive or other action cannot be accomplished by redistributing available manpower resources, as stated in 2.3.2, action should be taken to ensure the manpower requirements are addressed through approved manpower procedures in time to meet the Program Objective Memorandum (POM) budget process (18-24 months budget lead time).

3. Responsibility of the Manpower and Organization Division: In coordination with the appropriate headquarters' office, develops AFMC organizational and manpower principles, doctrines, policies, and plans for the guidance of each AFMC echelon and ensures that the prescribed guidance is followed.

4. Exceptions to this Instruction:

- 4.1. Routine Inspector General reports in response to inspection are exempt. New reports of a continuing nature with a resulting manpower impact will require coordination.
- 4.2. Directives, public laws, or statutes requiring immediate implementation in the Directorate of Contracting are exempt from the manpower assessment. However, any action that results in a manpower impact will be fully coordinated.

RONNIE D. SULLIVAN, Colonel, USAF
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Attachment 1**GLOSSARY OF REFERENCES*****References***

AFPD 38-1, *Organization*.

AFPD 38-4, *The Innovative Development Through Employee Awareness (IDEA) Program*.

AF1 38-101, *Air Force Organization*.

AF1 38-201, *Determining Manpower Requirements*.

AFI 38-202, *Air Force Management Headquarters and Headquarters Support Activities*.

AF1 38-203, *Commercial Activities Program*.

AFI 3 8-204, *Programming USAF Manpower*.

AF1 38-301, *Productivity Enhancing Capital Investment (PECI) Program*.

AF1 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*.